



Nanaimo Family Life Association EST. 1967

*Healthy individual and family relationships
are the heart of a strong and resilient community.*

1070 Townsite Road, Nanaimo, BC V9S 1M6 📞 T: (250) 754-3331 📠 F: (250) 753-0268 🌐 www.nflabc.org

Are you compassionate, caring, and enjoy working with Seniors?

We are hiring!

Nanaimo Family Life Association is hiring a Service Provider to offer Light Housekeeping for the **Better at Home Program in Nanaimo**. Better at Home is a province-wide program funded by the Government of BC and managed by the United Way of the Lower Mainland. The goal of the program is to help seniors (65+) remain independent at home, age with dignity, and stay connected with their community by providing *non-medical* services.

Role and Responsibilities:

Our Service Providers offer primarily *Light Housekeeping* and *some Light Yard Work*. Light housekeeping duties may include, but are not limited to, vacuuming and sweeping/mopping floors, dusting surfaces, cleaning kitchen, bathroom and changing bedding and occasionally assisting with laundry, organizing, and cleaning out the fridge. Light yard work may include weeding, trimming grass, or raking.

This role would also include being responsible for:

- Scheduling
- Making phone calls
- Collaborating with clients regarding duties performed
- Establishing and maintaining professional boundaries
- Communicating any changes of client status or client concerns with the Program Coordinator
- Recording services provided and collecting signatures
- Building and establishing relationships with clients
- Attending monthly staff meetings at the NFLA office
- Maintaining regular communication with the Program Coordinator
- Demonstrating compassion, kindness and empathy with delivering services in the clients' home.
- Working within the time and frequency of services established between the Program Coordinator and client.
- Managing time to provide services within allotted hours for each client.

Building rapport and providing caring, quality, and timely services for our clients is very important in this role.



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Job Requirements:

- Previous housekeeping experience.
- Experience working with the older adult population, disabilities, physical and/or cognitive changes, or marginalized seniors is an asset.
- Be able to work independently and with a team.
- Excellent time management and communication skills.
- Must be flexible, personable, and compassionate.
- Must be able to: stand, lift, bend, stoop, kneel, squat, and carry items.
- Valid BC Driver's license with reliable transportation.
- Willing to obtain a Criminal Record Check for vulnerable adults.
- Proof of Covid vaccination required.

Job Specifications:

- 32 hours per week (26 client hours), \$25.00 per hour
- One paid self-care day per month
- Benefits after three months
- Monthly cell phone allowance

To apply, please send a **cover letter and resume** to Better at Home Program Coordinator before **September 13, 2024**, at a_turnbull@nflabc.org . Only those shortlisted will be contacted.

Thank you for your interest.